

**KING CONSERVATION DISTRICT  
SPECIAL BOARD OF SUPERVISORS MEETING**

**King CD Board of Supervisors Planning Retreat**  
Peerspace, 100 South King Street Suite 570, Seattle, WA  
Friday, July 19, 2019 – 9:00 am to 4:00 pm

Call to Order

**1. Preliminary Matters 9:00 a.m.**

- a) Introductions
- b) Additions or Corrections to the Agenda
- c) Adoption of the Board Agenda

**2. Consent Agenda – None**



Washington State  
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**Supervisor Retreat Purpose:**

- King CD Board of Supervisors set Board priorities for 2020
- King CD Board of Supervisors develop individual and collective work plans to support 2020 priorities
- King CD Board of Supervisors understand and have confidence in the system of checks and balances governing day to day operations
- King CD Board of Supervisors refresh and expand understanding of conservation district and WSCC roles and responsibilities, review CD policies and procedures

Time	Duration	Activities	Outcomes & Notes
9:00 am	15 minutes	<b>Opening Comments, Retreat Purpose &amp; Agenda</b> <ul style="list-style-type: none"><li>▪ Opening comments by King CD Chair and Executive Director – Dick and Bea</li><li>▪ Review of retreat purpose and agenda – Shana</li></ul>	<ul style="list-style-type: none"><li>▪ Participant's knowledge of BOS retreat purpose &amp; topics</li></ul>

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9:15	60 minutes	<b>CD and WSCC Roles &amp; Responsibilities Activity</b> Review roles and responsibilities of CDs, WSCC, and partners Review of CD policies and procedures in place	<ul style="list-style-type: none"> <li>Participant's knowledge of CD &amp; WSCC roles &amp; responsibilities</li> </ul>
10:15 am	15 minutes	<b>Break</b>	
10:30	75 minutes	<b>Policies, Procedures and Processes Overview</b> KCD Staff, Ava Souza, provide overview and information on the policies, procedures, and processes in place governing day to day operations	<ul style="list-style-type: none"> <li>Participants have confidence in the systems and procedures that enable routine District function</li> </ul>
11:45-12:00	15 minutes	<b>Envision King CD BOS Success</b> <ul style="list-style-type: none"> <li>1 year from now what will the King CD Board of Supervisors have accomplished? – Individual Brain Writing Exercise</li> </ul>	<ul style="list-style-type: none"> <li>Listing of 1- year goals for King CD Board of Supervisors</li> </ul>
12:00-1:00	60 minutes	<b>Actions to Achieve Accomplishments</b> Working Lunch - Discuss actions needed to achieve each identified goal	<ul style="list-style-type: none"> <li>Listing of 1-year goals for BOS with associated actions</li> </ul>
1:00 pm	60 minutes	<b>BOS Work Plans for Coming Year</b> <ul style="list-style-type: none"> <li>Each Board member review goals and actions and identify where each can contribute</li> </ul>	<ul style="list-style-type: none"> <li>BOS Individual Work Plans</li> </ul>
2:00 pm	15 minutes	<b>Break</b>	
2:15 pm	60 minutes	<b>BOS Work Plans Review</b> <ul style="list-style-type: none"> <li>Each BOS share their individual work plan for the coming year</li> </ul>	<ul style="list-style-type: none"> <li>Participant's knowledge of others' individual work plans</li> </ul>
3:15 pm	30 minutes	<b>Remaining Actions for KCD effort</b> <ul style="list-style-type: none"> <li>Participants discuss any gaps in actions identified to achieve goals</li> </ul>	<ul style="list-style-type: none"> <li>Listing of actions to be acted upon by staff or others as appropriate</li> </ul>
3:45 pm	15 minutes	<b>Next Steps and Closing Comments</b> <ul style="list-style-type: none"> <li>Review follow up &amp; next steps – Shana and Bea</li> <li>Closing comments – Dick and Bea</li> </ul>	<ul style="list-style-type: none"> <li>Participants knowledge of next steps</li> </ul>
4:00 pm		<b>Adjourn</b>	

**Room Setup**

- U-shape or square for 10 – 12 people
- Additional Seating for Staff & Public

**Breaks & Meals**

- Breaks & Lunch – King CD

**Equipment & Materials**

- Flip Charts & Markers – Bea/Ava
- Computers – Shana & Jean
- Agendas – Bea/Ava
- Informational hand-outs – Bea/Ava

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